

DIRECTOR OF COMMUNITY DEVELOPMENT

General Statement of Duties: Under the general direction of the Mayor, directs and administers the activities of the Department of Community Development. Functions as the primary advisor to the Mayor with regard to community development affairs.

Areas of Accountability:

- 1) Directs and coordinates the administration of the Department of Community Development to assure that the desired level of services is being provided.
 - Hires, disciplines, and directs employees under his/her control in accordance with Personnel, Equal Employment Opportunity and Affirmative Action policies of the City.
 - Plans and directs training opportunities for departmental employees to develop their potential and ability to function in their jobs.
 - Reviews and evaluates the performance of those departmental employees directly responsible to him/her on a regular basis.
 - Defines and delegates authority and responsibility to appropriate subordinates.
 - Administers applicable union contracts and personnel policies within the department.
 - Administers the budget of the department.
 - Administers grants within the department and obtains consensus on program emphasis to obtain departmental goals.
 - Develops and makes application for various federal and state grant programs; administers grant programs related to community development.
 - Design and may direct or perform studies related to community development, and coordinates those efforts with appropriate agencies, boards or commissions.
- 2) Provides advice and recommendations to the Mayor, to other management staff members and to the City Council.
 - Prepares factual, clear, concise written reports with specific recommendations.
 - Serves as member of management committees as assigned.
 - Reviews proposals submitted by other management staff members and makes appropriate comments and recommendations.
 - Keeps the Mayor and appropriate management staff members informed of important developments which may affect the administration of City government.
 - Maintains current knowledge of innovative ideas and developments and recommends changes in current operations and practices where applicable.
 - Attends meetings of boards and commissions, or arranges for staff attendance, and acts as staff liaison.
 - Advises and consults with Planning Commission, Zoning Board of Adjustment, Heritage Preservation Commission, Community Development Advisory Committee, federal, state, or local agencies concerning departmental issues.

- 3) Prepares an annual departmental budget request, with appropriate justifications and aids in the development of the proposed annual City budget.
- 4) Makes public presentations and deals with the public on an individual basis.
 - Gives presentations to civic and governmental organizations.
 - Attends and makes presentations at City Council meetings as required.
 - Answers citizen calls and complaints.
- 5) Represents the City in metropolitan, state, and national organizations where delegated and where the interests of the Council Bluffs community are involved.

Required Knowledge, Skills, and Abilities: Comprehensive knowledge of the principles and practices of planning and community development; knowledge of federal and state program policies; laws and programs pertaining to development and community development; considerable knowledge of economic development and redevelopment activities; thorough knowledge of the principles and practices of public administration; ability to direct, supervise, and coordinate several programs and activities of the department with other municipal departments and other public and private agencies; ability to analyze and systematically supervise subordinates engaged in research and development activities; ability to establish and maintain effective working relationships with associates, subordinates, municipal officials, boards and commission members, representatives of other agencies, community leaders and the general public; ability to work effectively within a system of team management..

Acceptable Experience and Training: Requires considerable responsible management and supervisory experience and a combination of education and experience equivalent to a bachelor's degree in public administration, planning, architecture, engineering, or related area, with minimum five years experience in planning and community development programs including experience in economic development and redevelopment, or any combination of education and training which provides the required knowledge, skills and abilities.